3.6. <u>INFORMATION REQUIRED ON PETITIONS AND OTHER DOCUMENTS</u>. -- Every petition filed with the court shall have endorsed thereon the name, address, and email address (required only if electing to utilize the EFS) of the petitioner, the name, address, email address, bar number, and telephone number of the attorney, if any, representing same, and the name, mailing address, and email address, if known, of the respondent. Every document subsequently filed in any case shall state the assigned name and number of the case and a brief description of the purpose of the document.